



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Job Description **Licensing Enforcement & Homeowner Protection Unit** **File Administrator**

This position is responsible for handling the administrative functions associated with the disposition of Licensing Enforcement & Homeowner Protection Unit ('LE/HPU') investigative files. Position reports to Chief Counsel.

Responsibilities include, but are not limited to:

- Close all Consumer Complaints in Time Matters ("TM")
- Send all final disposition letters for Consumer Complaints
- Compile data concerning the disposition of investigative files
- Back-up the Section's Paralegal and other administrative staff
- Scan mail and attach to Time Matters with TM entries as appropriate before distributing to the Deputy Attorneys General
- Verify receipt of and distribute all incoming LE/HPU mail
- Answer consumer telephone calls related to consumer closing letters
- Compile reports for the Professional Licensing Agency as requested
- All other duties as assigned

Requirements:

- High School Diploma
- Computer experience to include Excel, Microsoft Word and data entry skills
- Excellent organizational skills
- Ability to organize numerically and alphabetically
- Self-starter able to work independently and accurately
- Able to track and meet deadlines
- Good verbal communication with internal and external customers